Meeting of the DDI Alliance Executive Board
November 7, 2013

Minutes

- Gillian Nicoll, Australian Bureau of Statistics (Chair)
- Ron Nakao, Stanford University (Vice Chair)
- George Alter, Inter-university Consortium for Political and Social Research
- Mari Kleemola, Finnish Social Science Data Service
- Steve McEachern, Australian Data Archive
- Anita Rocha, University of Washington, Center for Studies in Demography & Ecology
- Leanne Trimble, University of Toronto Scholars Portal
- Mary Vardigan, Inter-university Consortium for Political and Social Research (ex officio)

Updates

1. Action Items

The Executive Board (EB) reported on the status of Action Items from August:

- **Nominate candidates for Board Chair.** This is complete with Gillian Nicoll selected as Chair and Ron Nakao as Vice Chair.

- **Continue to investigate possibilities for project manager for modeling work**. This matter has some urgency because the position is critical to success of the DDI modeling work. A possible candidate was suggested and will be contacted. Since the project manager would need to travel to sprints, it would be difficult to have someone from Australia or New Zealand unless the Alliance could pay for the travel. The person in this position should have experience working with multiple teams and stakeholders, excellent organizational and communication skills, and the ability to multi-task. It would be ideal to have someone in place by January.

- **Draft 3-year plan and budget** [see discussion below]

- **Propose revenue enhancements** [see discussion below]

- **Move ahead on DDI Collective Mark**. As shown in the Appendix we have been in contact with the attorney handling this work. New estimates were

supplied and they were in line with early estimates. The EB gave permission to proceed with this at the last meeting, and that has been communicated to the attorney so this work should be in progress.

- **Review training options.** There has been no action on this yet. It will move to Future Agenda items.

- **DDI model roadmap and business plan.** The group reviewed documents outlining the roadmap for the modeling work, outcomes from Sprint 1 held at Schloss Dagstuhl in October, and a visualization of the work packages.

   The Dagstuhl sprint was very successful with good progress made on the deliverables. There was a call-in status report on Thursday morning, which enabled those not at the sprint to learn about what was happening. We are still working with the content team from the sprint but plan to integrate others who indicated an interest at the Cologne DDI meeting last year. This will probably happen after the EDDI sprint in December.

   A next step of identifying team leaders for all the function teams was suggested. This should be in place with formal charges for the teams by Christmas. The groups should all be contacted so they are aware of the future work. There needs to be a forum for comments on the modeling work that extends beyond the participants in the work.

   There is still work that needs to be done to align the work packages in the roadmap with those visualized in a new document. This will be done by the next meeting in January.

Current Business

2. Three-Year Plan Group Report

A draft three-year plan for the Alliance is being developed by the Planning Subgroup (Steve McEachern, Ron Nakao, Gillian Nicoll). The plan is an effort to describe what is and should be on the agenda for the Alliance, and will give a sense of what the EB should try to accelerate given resources/revenue/time/in-kind contributions and capacity now and in the future. For example, could the Alliance find travel dollars to bring members together to provide in-kind contributions on sprints, etc.? Looking ahead three years, the data model project dominates the first 18 months, and there

is considerable NSI interest in this next phase for DDI, especially in light of the GSIM work.

It was asked if the 18-month goal to release a fully functional DDI data model is reasonable. EB members thought the timeline was short but that it is good to be ambitious and to strive to meet the goal.

The issue of how much oversight the EB should take over the modeling project came up. Eventually the group should move to a higher level of oversight but right now given the lack of a project manager the EB needs to be more involved.

We need to do some expectation setting also, especially for the following 18 months, to give other stakeholders a sense of what's coming from DDI and the Alliance so they can harmonize their own planning efforts.

3. Revenues Group Report

The EB discussed a proposal developed by the Revenues subgroup (Mari Kleemola, Anita Rocha, and Leanne Trimble) to move the Alliance to a tiered membership model. In the proposal there are three levels – Foundational (most expensive), Sponsor, and Contributor. Members would self-elect into a category, and each category would have benefits associated with it.

The proposal incorporates ideas suggested by members at previous meetings and also some aspects of the OASIS guidelines. One issue around how and when to implement new fees is that the Bylaws require a face-to-face vote.

The Alliance has previously proposed a mechanism for organizations to make directed contributions to accomplish specific goals and this is also a feature of the current proposal. This may make more sense than the Foundational category. Any proposals for directed contributions would have to go through the Alliance process for review and approval of projects.

There was a discussion that yearly increases based on inflation may lead to confusion and to very small increases, so such increases should be aggregated and only proposed in $100 increments.

A suggestion was made that we develop on the website a list of projects members have contributed to so that they get recognition of their contributions accumulating over time. With this approach, they see reputational benefits for pushing

innovations forward and have "skin in the game." We can do this also for in-kind contributions.

It was pointed out that we need better names for the different tiers. "Sponsor" has a certain connotation, so we might think about words like "premium" or "promoter" or "supporter."

It was decided that since members agreed at the meeting to a 10% increase, we will move forward with that figure for FY 2015. We will also introduce the directed contributions now as they do not require approval by vote. Meanwhile the revenues subgroup will incorporate feedback from the EB into their proposal.

4. **Principles for funding participation in meetings, hiring people to do DDI work, etc.**

This item has to do with being transparent about which individuals the Alliance supports through travel funds for various events and developing a policy for how to do this going forward. As there was not time to discuss this in full, it will be added to Future Agenda Items.

5. **Broader governance discussion: How do we bring the work in the earlier items together and move forward in an integrated way? Is there a need for additional sprint?**

There was not enough time for a full discussion so it was agreed that a discussion would start online and a proposal for a winter sprint would be developed. A possibility was a sprint held in various locations with virtual communications among the local hosts.

6. **Vote on DDI Alliance Standards Development and Review Process and Procedures**

This was approved by the members 14-0 (14 voting yes) with no comments. It was agreed that 14 was a quorum (one-third) and that the EB was comfortable accepting this given that everyone had an opportunity to vote.

Approvals

7. **IASSIST sponsorship**

DDI usually contributes to this conference. It was decided to contribute at the Premium level to show appreciation for the support of IASSIST through the years.

Announcements

Achim Wackerow has been appointed to the Modernisation Committee on Standards, under the High-Level Group for the Modernisation of Statistical Production and Services (HLG).

Future Agenda Items

- Training
- Technologies for meetings
- Principles for funding participation in meetings, hiring people to do DDI work, etc.
- Review of Bylaws